THE UNIVERSITY OF HONG KONG – ESTATES OFFICE
香 港 大 學 物 業 處

Application for
Access to Electrical / Mechanical Room / Service Duct Room and Permit to Work

Permit No: _____

Part A (to be filled by the applicant):

Name of Company		
Name of Applicant		
Contact No.	(Office)	(Mobile)
Location of Work		
Nature of Work		
For Electrical Room: the applicant must supply the name of registered electrical worker (REW)	Name:	REW No:
Any confined space involved		
Any hot work involved		
Any chemical process will be carried out		
Maximum of Worker will be worked at once		

Period of this Application (Date & Time)

From: _____ To: _____

Part B (to be filled by the applicant): Declaration

I have read the General Guidelines for Contractor of the University of Hong Kong Estates Office in force (http://www.hku.hk/estates/contractorpage.htm). I also agree to bear all liabilities for any indemnity against all damages, injuries and losses on the University Properties caused by or in connection with the above-mentioned works.

_____	_____	_____
Date	Name in BLOCK LETTER	Signature

Part C : Endorsement by Maintenance and Operations Unit

☐ APPROVE 同意 ☐ REJECT反對

With the following condition(s)

_____Permit to Work (Confined Space) should be available in the same period

_____Hot Work Permit should be available in the same period

_____Copy of Register Electrical Work license is required

_____Additional ventilation is required

Remark_____

_____	_____	_____
Date	Name in BLOCK LETTER	Signature

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